



- 1 Glass Cleaner
- 2 Disinfectant
- 3 All Purpose Cleaner
- 4 Air Freshener
- 5 Carpet Care
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The Clean✓Office cleaning manual will guide you through proven procedures to ensure you get the job done right. In addition to initial training, the laminated Clean✓ cards should be used as routine cleaning checklists to reinforce these proper procedures.

Clean✓'s six-step procedure organizes the work into the proper sequence for maximum efficiency. These steps can be applied to almost any type of office environment.

The Six Steps of Daily Office Cleaning

- STEP ONE: Gather Supplies and Apply Personal Protective Equipment
- STEP TWO: Dust
- STEP THREE: Damp Wipe Surfaces
- STEP FOUR: Clean Glass
- STEP FIVE: Remove Trash
- STEP SIX: Vacuum or Hard Floor Care

Step One

Gather supplies and apply personal protective equipment



Gather necessary cleaning supplies as directed. Materials may include glass cleaner, disinfectant, all purpose cleaner, can liners, cleaning cloths and/or dusters, dust mop or vacuum, and any necessary personal protective gear, like protective eyewear and gloves.



Any time you clean with chemicals, make sure you use personal protective equipment, as directed on the Material Safety Data Sheets for the cleaning products being used.

Step Two

Dust



Begin cleaning the office by dusting furniture and other surfaces. When using a color-coded cloth system to prevent cross-contamination, select a green microfiber for dusting.

Start by dusting higher areas and items, then work your way down, folding your cloth as needed to provide a clean surface. Clean the entire area by working clockwise around the room. Only move items that are easily returned to their original position.

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Step Three

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Damp wipe surfaces



You should damp clean surfaces that are too heavily soiled for simple dusting. Spray your dust cloth with the appropriate Spartan cleaner by holding the product 6 to 8 inches from the cloth and spraying lightly over the entire cloth surface.



High-touch surfaces need to be damp wiped and disinfected. Start by spraying a clean, lint-free cloth with the Spartan disinfectant of your choice. With a color coded system, use a red microfiber cloth for disinfecting applications. Examples of high-touch surfaces include light switches, door handles...and telephones, where routine disinfecting is important to minimize the spread of communicable disease.

Be certain to maintain product on the surface for the recommended amount of time, as directed on the product label.

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Step Four

Clean glass



Next, SPOT clean all visible marks on interior windows and glass. If you have a color-coded cloth system, use a blue microfiber cloth for glass cleaning. Spray surfaces directly with your choice of Spartan glass cleaners, and always dry with a clean, lint-free, cloth or paper towel. Also clean mirrors, picture frames and other reflective surfaces.

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Step Five

Remove trash



First, clean up apparent litter prior to emptying trash. However, do not discard anything that is questionable. Empty all waste receptacles into the trashcan. If necessary, replace the liner...it is also a good idea to store a few additional liners in the bottom of the waste receptacle. Be sure to place the receptacle in its original location.

3 Step Six

Vacuum or hard floor care



Most office areas are carpeted and need routine vacuuming. The frequency of your routine cleaning will be communicated to you by your supervisor.

When vacuuming, start at the section that is the farthest into the area from the doorway or entry, then work your way back out of the area. Vacuum in a consistent, linear pattern. Make sure to cover the entire area.

You should spend more time on high-traffic or heavily soiled areas, including picking up any remaining visible debris by hand. More detailed Carpet procedures are provided in the Carpet training section.



Some areas may have hard floors and need to be dust mopped and/or damp mopped. Routine and Periodic Hard Floor Care procedures are documented later in this training program.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.

PERIODIC OFFICE CLEANING

Some necessary cleaning tasks may be scheduled periodically. Your supervisor will set the schedule that is appropriate for your facility. These tasks may include:



Damp dusting high furniture surfaces, such as bookshelves and wall hangings



Dusting light fixtures with a duster.



Dusting vents



Vacuuming cloth furniture



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You only get one chance to create a good first impression. This is especially true when talking about your building's restrooms. ... Restrooms are representative of the overall health and cleanliness of a building, and require a systematic approach to cleaning that maintains a healthy and odor-free environment.

The CleanCheck Restroom manual will guide you through daily and periodic restroom cleaning. In addition to initial training, the laminated CleanCheck cards should be used as routine cleaning checklists to reinforce these proper procedures.

The Eight Steps of Daily Restroom Cleaning

- Step One: Gather Supplies and Apply Personal Protective Equipment
- Step Two: Pick up Debris and Sweep Floor
- Step Three: Disinfect Surfaces
- Step Four: Replenish Supplies
- Step Five: Clean Glass
- Step Six: Complete Hard Surface Disinfections
- Step Seven: Empty Trash
- Step Eight: Damp Mop/Disinfect Floors

Step One

Gather supplies and apply personal protective equipment



Gather necessary cleaning supplies as directed. Materials may include glass cleaner, disinfectants, specialty product, can liners, paper products, microfiber cloths, paper towels, broom and dust pan, swab-type toilet bowl brush, duster or dusting cloths, mop and bucket, and "Wet Floor" or "Out-of-Service" signs.



Anytime you clean with chemicals, make sure you use personal protective equipment, as directed on the Material Safety Data Sheets for the products being used.



After gathering supplies, fill the mop bucket using your Spartan dispensing system to ensure chemical safety and accurate dilution. Next, place a "Wet Floor" sign outside of the restroom. If possible, also use a sign to indicate the restroom is closed for cleaning.

Step Two

Pick up debris and sweep floor



Begin by picking up any obvious trash or debris from the counters and floor. If you are scheduled for periodic high-dusting, this task should be completed at this time as well.



Next, sweep the floor, starting from the farthest point from the entrance and working your way out. Sweep debris into a dustpan and empty into the trash.

Step Three

Disinfect surfaces



Using a spray bottle and the Spartan disinfectant of your choice, spray: Soap and towel dispensers; Door knobs and light switches; Sinks, faucets and countertops; Walls and partitions around toilets and urinals; and Outside of toilets and urinals, including the toilet tank, toilet seat, flush handles and stall door latches. Do not forget to clean under these surfaces as well.



When disinfecting toilets and urinals, first flush them to be sure they are working properly. Inside the toilet bowl, use a bowl swab to remove the water from the bowl by forcing it over the trap. Press the bowl swab against the side of the bowl to remove excess water from the applicator. Then, apply 1 to 2 ounces of restroom cleaner evenly onto the swab mob. Swab the entire surface area, especially under the rim where the water outlets are located. Do not flush.



For urinals: Remove any screens or blocks and follow the same procedure. Do not flush.

Allow all surfaces to remain wet according to directions on the product label. We will come back to these surfaces in step six.

Step Four

Replenish supplies



Next, refill or replace hand soap, towels, toilet tissue, and hygiene products where needed. Adequate supplies are a very important part of a user-friendly restroom!

You should also be sure to verify that all dispensers are working properly, and make any adjustments or maintenance calls as necessary.

1 Step Five

Clean Glass



Next, you will clean the mirrors. Use the Spartan glass cleaner of your choice and your preferred cleaning tool such as paper towels or, as seen here, a clean, lint-free microfiber cloth. When utilizing a color-coded system, use a blue cloth for glass cleaning. Hold the bottle 8 to 10 inches away from the surface. Spray in an even pattern and wipe dry with your cloth or paper towel. Remember to turn your cloth or towel frequently so that the clean side is always in use.

2 Step Six

Complete hard surface disinfection



After checking your product's label to ensure that the appropriate amount of time has passed, use several clean damp cloths to wipe all the surfaces you sprayed previously with disinfectant.

You will also want to complete the cleaning and disinfecting of toilets and urinals. First, swab the inside of each toilet again and flush the toilet. Then, use your cloth to wipe the outside of the toilet, including the handle, tank, seat and base. Repeat this procedure with the urinals.

Step Seven

Empty all trash



Empty all trash containers, as well as feminine hygiene product disposal bins. When emptying trash, tie the liner closed and carefully lift it out of the basket. Then place this bag in the trash container on your cleaning cart. Finally, spot clean and disinfect receptacles as needed, or as periodically directed by your supervisor.

2 Step Eight

Damp mop/disinfect floors



If matting is present on the floor, remove it before mopping. Next, select a red pad, when using a microfiber system like the one shown here, for damp-mop disinfecting hard floor surfaces.



Begin by dipping your mop into the solution compartment and wringing it out. When mopping an area, start at the farthest corner and work backwards toward the entrance. Be sure to also keep your mop bucket on the unmopped portion of the floor.



As your microfiber mop becomes heavily soiled, submerge the collapsed mop head into the rinse compartment and agitate to loosen any soil. Then, wring your mop by hanging the collapsed mop inside the wringer compartment and pushing down on the wringer handle. Finally, submerge the mop into the clean solution compartment and wring it again. Reopen the mop frame and lock into place. Continue this process until the entire area is complete. Be sure to follow the instructions on the product label for adequate contact time for disinfecting floors.



Always review your work before leaving the area. When the floor is completely dry, remove the wet floor signs and re-open the restroom for use. Remember to return all equipment to its storage area, and clean your equipment as necessary.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.

Periodic Restroom Cleaning

Almost all restrooms will need some additional cleaning tasks completed periodically. Your supervisor will determine and communicate the schedule for procedures that need completed. These may include:



High- dust vents, light fixtures and other building surfaces.



Prevent odors and maintain clear drains with Consume products.



Remove tough stains and de-scale toilets and urinals with a more aggressive Spartan bowl cleaner.



Clean and disinfect inside of trash containers and disposal bins.